

Instructions for Completing Closing Totals Report

11

Sample Completed Closing Totals Reports	11.2
Section I – Voter Authority Card Data (<i>Primary Election</i>)	11.3
Section II – Pollbook Data (<i>Primary Election</i>)	11.4
Section I – Voter Authority Card Data (<i>General Election</i>)	11.5
Section II – Pollbook Data (<i>General Election</i>)	11.6
Section III – Voting Unit Data (<i>Primary/General Election</i>)	11.7

Sample Completed Closing Totals Report

Primary Election

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Certificate – Side 2 to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the forms section of the Election Judge Training Handbook.

Source	Dem	Rep	Non Affil	Other	Other	Other	Totals
Voting Units (from VAC Worksheet)	440	300	62				802
Provisionals (from Provisional Side 2)	14	5	3				22
Totals	454	305	65				= 824

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Ballot Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the forms section of the Election Judge Training Handbook.

Source	Dem	Rep	Non Affil	Other	Other	Other	Totals
Total Checked In	452	305	65				822
Total provisional voters	12	5	3				20
Total issued Voter Access Cards:	440	300	62				802

Section III – Voting Unit Data

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the forms section of the Election Judge Training Handbook.

Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape)	802
--	-----

Note: Totals in boxes A, E and F should be about the same. Explain differences, if any, in Chiefs Log.

To the best of my knowledge, this information is true and correct.

Benson T. Evans

DEM Chief Judge

Elizabeth A. Bogovich

REP Chief Judge

General Election

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Certificate – Side 2 to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the forms section of the Election Judge Training Handbook.

Source	Dem	Rep	Non Affil	Other	Other	Other	Totals
Voting Units (from VAC Worksheet)							802
Provisionals (from Provisional Side 2)							22
Totals							= 824

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Ballot Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the forms section of the Election Judge Training Handbook.

Source	Dem	Rep	Non Affil	Other	Other	Other	Totals
Total Checked In							822
Total provisional voters							20
Total issued Voter Access Cards:							802

Section III – Voting Unit Data

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the forms section of the Election Judge Training Handbook.

Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape)	802
--	-----

Note: Totals in boxes A, E and F should be about the same. Explain differences, if any, in Chiefs Log.

To the best of my knowledge, this information is true and correct.

Benson T. Evans

DEM Chief Judge

Elizabeth A. Bogovich

REP Chief Judge

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Certificate – Side 2 to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the forms section of the Election Judge Training Handbook.

Source	Dem	Rep	Non Affil	Other	Other	Other	Totals
Voting Units (from VAC Worksheet)	440	300	62				802
Provisionals (from Provisional Side 2)	14	5	3				22
Totals	454	305	65				824

Steps for Completing Section I – Voter Authority Card Data

- From the *Voter Authority Card (Paper) Worksheet*:
 - Enter the totals from Columns A-C for each party into the appropriate cells in the row labeled "Voting Units".
 - Enter the Total number of VAC's (Column D) into cell A.
- From the *Provisional Ballot Certificate – Side 2*:
 - Enter the numbers from Column 7 for each party into the appropriate cells in the row labeled "Provisionals".
 - Enter the Total Provisional VACs from Column 7 into cell B.
- Add cells A & B and place total in the cell under B.

Voter Authority Card (Paper) Worksheet

Use this worksheet to total voter authority cards and to complete the Election Certificate

- Record the actual number of Voter Authority Cards (paper) from each Voting Unit Envelope.
- Do not include provisional Voters in this count.
- During Primaries, add entries from Columns A, B and C across and then A-E down to compute Precinct Totals.
- During General elections, ignore columns A-C. Enter data in columns D & E; add down to compute Precinct Totals.
- Transfer totals at bottom to Section 1 of the Closing Certificate.
- Place in Chiefs' Red Document Folder when complete.

Use During Primary Elections Only

Voting Unit	A Dems	B Reps	C Other	D Total VACs	E Total Ballots
0	95	78	15	188	188
1	93	49	9	151	151
2	82	29	24	135	135
3	88	64	10	162	162
4	82	80	4	166	166
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total	440	300	62	802	802

These must be the same.
Transfer these totals to the first line of Section 1 of Closing Totals Report.

Provisional Ballot Certificate – Side 2

Chief Judges: sign AFTER the polls are closed.

We hereby certify that:

- The provisional ballot bag has been locked and under the control of an election judge at all times during the day.
- ALL provisional ballots have been under the control of an election judge at all times during the day.
- ALL spoiled ballots were placed in the spoiled ballot envelope.
- ALL unvoted provisional ballots were counted and secured.
- The following Voter Authority Cards (VACs) data relates to Provisional Voting:

	Regular Hours			Extended Hours			7. Election Total (Column 3 + 6)
	1. Pollbook VACs	2. Orange Substitute VACs	3. Total	4. Pollbook VACs	5. Orange Substitute VACs	6. Total	
A Democrat	12	2	14				14
B Republican	5	0	5				5
C Unaffiliated	3	0	3				3
D Total Provisional VACs	20	2	22				22

- Enter data in columns 1, 2, 4, and 5 as appropriate.
- Add each column down to fill in Row D.
- Add totals in Columns 3 and 6 and record in Column 7.
- Transfer totals in column 7 to Closing Certificate Section 1.

Record New Seal Number on Provisional Ballot Transfer Bag: _____

To the best of my knowledge, the above information is true and correct.

Benson T. Evans
DEM Chief Judge

Elizabeth A. Bogovich
REP Chief Judge

Complete BOTH sides of this Form.

Section II – Pollbook Data for a Primary Election

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Ballot Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the forms section of the Election Judge Training Handbook.

Source	Dem	Rep	Non Affil	Other	Other	Other	Totals
Total Checked In	452	305	65				822 C
Total provisional voters	12	5	3				20 D
Total issued Voter Access Cards:	440	300	62				802 E

Consolidated Voter Counts Report

Consolidation: # 16001001 EPB Number: 850208
 Poll Description: Goshen Elementary School
 Report Date and Time:
 09/14/2010 20:15:45

Party	Total	Reg-TS	Prov-I	Prov-O
DEM	452	440	10	2
REP	305	300	5	0
NON	65	62	3	0
TOT	822	802	18	2

DEM Judge

REP Judge

Steps for Completing Section II – Pollbook Data of the Closing Totals Report

1. Print the *Consolidated Voter Counts Report* from the Pollbook. (See directions below on how to print the report.)
2. From the Consolidated *Voter Counts Report*,
 - transfer the totals listed under the 'Total' column on the report for each party into the appropriate cell in the row labeled "Total Checked In".
 - add the Prov-I and Prov-O columns by party and record the result in the appropriate cell in the row labeled "Total Provisional Voters" for each party.
 - transfer totals listed under the "Reg-TS" column on the report into the appropriate cell in the row labeled 'Total Issued Voter Access Cards' for each party.
3. Total each row across and record the Totals in the appropriate cell (C, D & E) in the Column labeled "Totals". (Note: these totals should equal the totals shown on the "TOT" line on the *Consolidated Voter Counts Report*.)

To print the *Consolidated Voter Counts Report* from the pollbook:

1. Tap on the "Manage System" tab at the top right of the Main Screen.
2. Tap on the "Updates and Lists" tab in the middle of the screen.
3. Tap on the "Print Voter Counts Report".
4. Tap "Manage Polls" tab to return to the "Main Screen" after printing the report.

Section I – Voter Authority Card Data for a General Election

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Certificate – Side 2 to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the forms section of the Election Judge Training Handbook.

Source	Dem	Rep	Non Affil	Other	Other	Other	Totals
Voting Units (from VAC Worksheet)							A 802
Provisionals (from Provisional Side 2)							B 22
Totals							= 824

Steps for Completing Section I – Voter Authority Card Data

1. From the *Voter Authority Card (Paper) Worksheet*, transfer the Total number of VAC's (Column D) into cell A.
2. From the *Provisional Ballot Certificate – Side 2*, transfer the Total Provisional VACs from Column 3 into cell B.
3. Add cells A & B and place total in the cell under B.

Voter Authority Card (Paper) Worksheet

Use this worksheet to total voter authority cards and to complete the Election Certificate

1. Record the actual number of Voter Authority Cards (paper) from each Voting Unit Envelope.
2. Do not include provisional Voters in this count.
- 3a. During Primaries, add entries from Columns A, B and C across and then A-E down to compute Precinct Totals.
- 3b. During General elections, ignore columns A-C. Enter data in columns D & E; add down to compute Precinct Totals.
4. Transfer totals at bottom to Section 1 of the Closing Certificate.
5. Place in Chiefs' Red Document Folder when complete.

Use During Primary Elections Only

Voting Unit	A Dems	B Reps	C Other	D Total VACs	E Total Ballots
0				188	188
1				151	151
2				135	135
3				162	162
4				166	166
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Total + + = 802 802

These must be the same.

Transfer these totals to the first line of Section 1 of Closing Totals Report.

Place in Chiefs' Red Document Folder when complete

Provisional Ballot Certificate – Side 2

Chief Judges: sign AFTER the polls are closed.

We hereby certify that:

1. The provisional ballot bag has been locked and under the control of an election judge at all times during the day.
2. ALL provisional ballots have been under the control of an election judge at all times during the day.
3. ALL spoiled ballots were placed in the spoiled ballot envelope.
4. ALL unvoted provisional ballots were counted and secured.
5. The following Voter Authority Cards (VACs) data relates to Provisional Voting:

		Regular Hours			Extended Hours			7 Election Total (Column 3 + 6)
		1. Pollbook VACs	2. Orange Substitute VACs	3. Total	4. Pollbook VACs	5. Orange Substitute VACs	6. Total	
A	Democrat		+	=		+	=	
B	Republican		+	=		+	=	
C	Unaffiliated		+	=		+	=	
D	Total Provisional VACs	20	+	2	=	22		22

1. Enter data in columns 1, 2, 4, and 5 as appropriate.
2. Add each column down to fill in Row D.
3. Add totals in Columns 3 and 6 and record in Column 7.
4. Transfer totals in column 7 to Closing Certificate Section 1.

Record New Seal Number on Provisional Ballot Transfer Bag: _____

To the best of my knowledge, the above information is true and correct.

Benson T. Evans
DEM Chief Judge

Elizabeth A. Bogovich
REP Chief Judge

Complete BOTH sides of this Form.

Section II – Pollbook Data for a General Election

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Ballot Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the forms section of the Election Judge Training Handbook.

Source	Dem	Rep	Non Affil	Other	Other	Other	Totals
Total Checked In							C 822
Total provisional voters							D 20
Total issued Voter Access Cards:							E 802

*Steps for Completing Section II –
Pollbook Data of the Closing Totals Report*

1. Print the *Consolidated Voter Counts Report* from the Pollbook. (See directions below on how to print the report.)
2. From the "TOT" row on the *Consolidated Voter Counts Report*, enter
 - a. "Total" into Cell "C"
 - b. Add Prov-I and Prov-O totals and record result in Cell "D"
 - c. "Reg-Ts" into Cell "E"

Consolidated Voter Counts Report

Consolidation: # 16001001 EPB Number: 856208
 Poll Description: Goshen Elementary School
 Report Date and Time:
 09/14/2010 20:15:45

Party	Total	Reg-TS	Prov-I	Prov-O
DEM	452	440	18	2
REP	305	300	5	0
NON	65	62	3	0
TOT	822	802	18	2

DEM Judge _____

REP Judge _____

To print the *Consolidated Voter Counts Report* from the pollbook:

5. Tap on the "Manage System" tab at the top right of the Main Screen.
6. Tap on the "Updates and Lists" tab in the middle of the screen.
7. Tap on the "Print Voter Counts Report".
8. Tap "Manage Polls" tab to return to the "Main Screen" after printing the report.

Section III – Voting Unit Data for a Primary/General Election

Section III – Voting Unit Data

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the forms section of the Election Judge Training Handbook.

Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape)	802 F
--	--------------

Note: Totals in boxes A, E and F should be about the same. Explain differences, if any, in Chiefs Log.

To the best of my knowledge, this information is true and correct.

Benson T. Evans

DEM Chief Judge

Elizabeth A. Bogovich

REP Chief Judge

MCBOE Rev. 06/14/10

Steps for *Completing Section III – Voting Unit Data* of the *Closing Totals Report*

1. Using the *Accumulated Results Report/Tape* locate the "Total Count" number and record this number in cell F.
2. Both Chiefs **must** sign the completed document certifying that the closing information is correct.
3. If the numbers recorded in cells A, E & F are not the same, make a note in Chief's log as to why these numbers are different.
(For example, 5 VACs were issued to the incorrect voters and had to be canceled and reissued.)

```

*****
ELECTION RESULTS REPORT
*****
Sample Election
September 14, 2010
7 A.M. to 8 P.M.
State of Maryland,
Montgomery County
DATE: Sep-14-2010
POLL CTR: 13048G00

TIME: 21:02 09/14/2010
MACHINE SERIAL: 137043
PUBLIC COUNTER: 150
SYSTEM COUNTER: 1037

*****
Accumulated Results For:
MachineID Copy Count:
0 0 188
1 0 151
2 0 135
3 0 162
4 0 166
*****
Total Count: 802
*****

** PRECINCT: 2240
  
```